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DD/S

58-1314

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Leave Charges for 17 and 18 February 1958

REFERENCE A: Memorandum for Deputy Director (Support) from the Director of Personnel dated 10 March 1958, DD/S 58-874, Same Subject.

REFERENCE B: Memorandum from the Special Assistant to the President dated 20 March 1958, DD/S 58-1082, Same Subject.

1. This memorandum submits a recommendation for approval of the Acting Deputy Director (Support). Such recommendation is contained in paragraph 5.

2. Reference A recommended that Agency employees who were absent on 17 February 1958 because of snow and icing conditions be charged annual leave for the entire day. A survey made at that time indicated that this policy would be followed by most agencies, the notable exception being the General Accounting Office. Reference B transmits for information and guidance of department and agency heads a statement of the policy followed by the General Accounting Office for its own personnel. Reference B was forwarded to this office with the request that we re-examine Reference A and indicate whether or not we believed that position should be changed.

3. The main issue is whether or not those people who did not report for duty on Monday, 17 February 1958, will be charged annual leave for the entire day or only for that part of the day preceeding general dismissal. In the case of the General Accounting Office, a general dismissal was authorized at 2:30 p.m. and the policy adopted there excuses all employees, whether on duty or absent at that hour. No general dismissal was authorized for this Agency although individual supervisors were authorized to dismiss employees on an individual basis early in the afternoon of 17 February. The Agency's policy with respect to reporting to duty on 17 February, as established by the Director of Central Intelligence, was that all employees who could report were expected to do so.

4. We appreciate the fact that many employees were unable to report to duty on 17 February but we also recognize that many did report for duty by making special effort to do so. We believe

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that the situation at CIA with respect to duty requirements on 17 February 1958 is not comparable with that of those agencies which did dismiss their employees at an early hour.

5. Accordingly, it is recommended that our prior decision to charge annual leave for the entire day to those individuals who did not report for duty should stand.

Gordon M. Stewart  
Gordon M. Stewart  
Director of Personnel

The recommendation in paragraph 5 is approved. \*

(signed) H. Gates Lloyd  
H. Gates Lloyd  
Acting Deputy Director  
(Support)

APR 10 1958  
Date

\* However, as noted by the Deputy Director (Support) in concurring on Reference A, in any case where an employee will be placed in a LWOP status, arrangements should be made (on an informal basis) to allow the employee to make up the time lost if he or she desires in lieu of being charged LWOP.

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